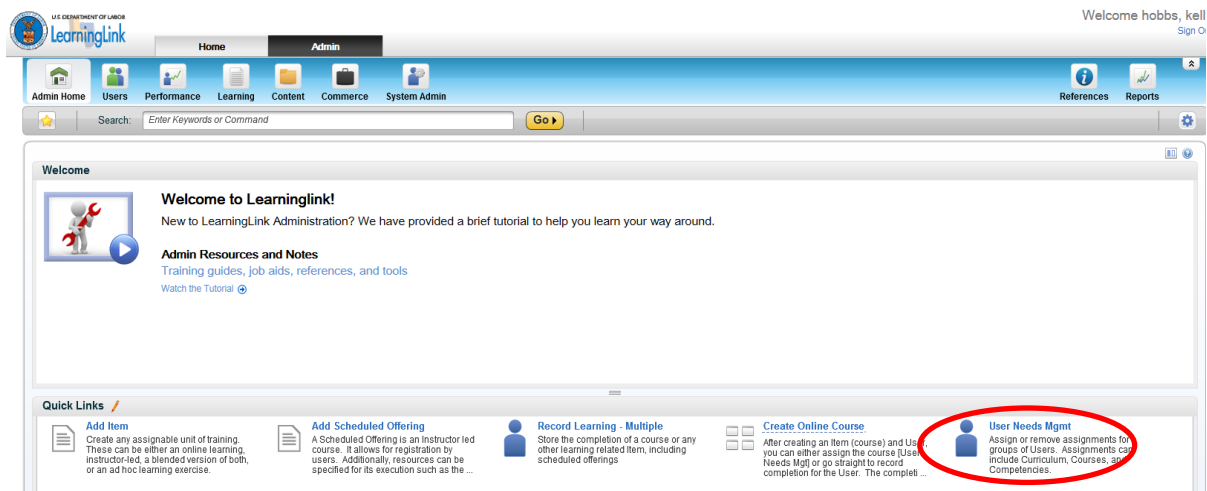


How to assign Items to a User's Learning Plan:

1. Log into LearningLink and select the Admin Tab
2. Select "User Needs Mgmt" from the Welcome screen
 - a. Note you can also assign items by selecting the "Users" button on the menu bar then selecting "User Needs Mgmt" located under "Tools."



3. You will next be brought to a screen titled "Step 1: Select Management Action." You will have multiple options to select in the space below. In this case, you want to select "Add Items" and then proceed by selecting "Next" in the upper right corner.

User Needs Management

[Help](#)

> Step 1

Step 1: Select Management Action

 [Next](#)

- | | |
|---|--|
| <input type="radio"/> Add Curricula | <input type="radio"/> Remove Curricula |
| <input checked="" type="radio"/> Add Items | <input type="radio"/> Remove Items |
| <input type="radio"/> Add Job-related Curricula | <input type="radio"/> Remove Surveys |
| <input type="radio"/> Add Competency Profiles | <input type="radio"/> Remove Competency Profiles |
| <input type="radio"/> Add Competencies | <input type="radio"/> Remove Competencies |
| <input type="radio"/> Add Programs | <input type="radio"/> Remove Programs |
| <input type="radio"/> Add Job-related Competency Profiles | |



4. You will be prompted to select the User or Users that you would like to assign the item to. This screen is titled “Step 2: Select Users.” If you know the User ID, you can enter it the exact format (case sensitive). Another option is to click the “add one or more from list” option. This will bring you to the same search page that is used when searching for any user (See Next Step). Once you select the desired User, click “Next.”

User Needs Management

[Help](#)

> Step 1 > Step 2

Step 2: Select Users

[Previous](#)[Next](#)

* = Required Fields

Add Users

Enter User ID or [add one or more from list](#)

* User ID:

[Add](#)

Edit Users

There are no Users in the list. Please add Users before proceeding.

5. When brought to the User search page you can select multiple users and “Add” them to the assignment. As you can see, you have multiple options on how to search for a user. Once you select the desired User, click “Add.” Once you add the user, you will return to the page “Step 2: Select Users” then select “Next.”

[Search](#)[Results](#)

Search Users

Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.

[Search](#)[Reset](#)

Keyword:

Last Name:

Contains

First Name:

Contains

Email:

Contains

Middle Initial:

Contains

Role ID:

Contains

User Status:

☒ Active ☐ Not Active ☐ Both

Profile Status:

☐ Active ☐ Expired ☒ Both

Hire Date After:
(MM/DD/YYYY)

Domains:

Contains

City:

Contains

Organizations:

Contains



Step 2: Select Users

Prev  Next

* = Required Fields

Add Users

Enter User ID or add one or more from list.

* User ID:

Add

Edit Users

Apply Changes

[Select All / Deselect All](#)

User ID	Name	Remove
hobbs.kelly_CTR	Hobbs, Kelly	<input type="checkbox"/>

[Select All / Deselect All](#)

6. You will next be prompted to select the Item or Items that will be assigned to the User. The easiest way to select an Item is to select the “add one on more from list” option. Use this option unless you are sure you can correctly type the Item ID.

Step 3: Adding Items

Previous Next

* = Required Fields

Select Items for Adding

Enter 'Item ID' and 'Item Type' or add one or more from list.* Type: * ID:

Add

Edit the List of Items for Adding

There are no items in the list. Please add items before proceeding.

In the screen shot below you can see a search for Item title that “contains” the term “project management.”

Search Items

Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.

Keyword:

Item ID: Contains

Revision Date: (MM/DD/YYYY)

Item Title: Contains project management

Item Status: ☒ Active ☐ Not Active ☐ Both


Domains: Contains

Item Sources: Contains

Curricula: Contains

Substitute Items: Exact Type: ID:

Training Credit Desig. Type: Contains

Add/Remove Criteria 

Search

Reset

Once you have correctly added the Item or Items to this page, you will be returned to the previous screen where you will click the “Next” button.

Step 3: Adding Items

Prev
Next

* = Required Fields

Select Items for Adding

Enter 'Item ID' and 'Item Type' or [add one or more from list.](#)

* Type:

* ID:

Add

Edit the List of Items for Adding

Apply Changes

[Select All](#) / [Deselect All](#)

Item	Title	Assign. Type	Assign Date	Remove
BLENDED DOL_PM_101 (Rev 1 - 12/3/2014 12:44 PM EST)	Project Management 101		1/26/2015	<input type="checkbox"/>

7. You will be brought to a page titled “Step 4: Edit Item Information.” Here you will see the Item ID and Item Title. Under the “Assignment Type,” you can select whether or not to make the item Mandatory, Optional or Recommended. This will determine how the Item is displayed in the User’s “My Learning Assignments.” On this page you can also determine when the Item will appear on the User’s “My Learning Assignments” by changing the “Assign Date.” When all actions are done, click “Next.”

Step 4: Edit Item Information


Previous
Next

Item	Title	Assign. Type	Assign Date (MM/DD/YYYY)
BLENDED DOL_PM_101 (Rev 12/3/2014 12:44 PM EST)	Project Management 101	<input type="text"/>	<input type="text"/>

8. You will be prompted on the next screen to determine a “Required Date.” This is the date the user is asked to complete the Item by. The easiest way to select a date is to click calendar icon next to the “Required Date” entry slot. You are not required to put a “Required Date” for an Item. Next, you can need to select to “Run Job Now” or “Schedule Job.” Usually, you will select “Run Job Now” which will immediately assign the Item to the User but you can select to “Schedule Job” to complete the assignment at a later time.

**Step 5: Complete User Needs Management**[Previous](#)[Run Job Now](#)[Schedule Job](#)

User ID	Name
hobbs.kelly_CTR	Hobbs, Kelly

Item	Title	Assign. Type	Assign Date	Required Date (MM/DD/YYYY)
BLEND DOL_PM_101 (Rev 12/3/2014 12:44 PM EST)	Project Management 101		1/26/2015	 <input type="text"/>

9. After selecting “Run Job Now,” you will be brought to a screen acknowledging the completed status of the assigned Item. At that time, the Item should populate to the User’s “My Learning Assignments.”

User Needs Management [Help](#)

Confirmation

Finished

Status:

- Successfully added the items to the specified Users.